



# Ivy Hospital

**SUPER-SPECIALITY HEALTHCARE**  
Ram Colony Camp, Chandigarh Road,  
Hoshiarpur, Punjab  
Ph.: 9988337373, 9988335353

Ref:HRD/HSPR/MAY/2017-02

Date: 11<sup>th</sup> May 2017

Ms.Gurpreet Kaur Chela  
H.No.-B-2/137, Near Khadi Bhawan, Mahilpur  
Distt-Hoshiarpur

## SUB: - APPOINTMENT LETTER

Ms.Gurpreet,



With reference to your application and the subsequent interview, we have pleasure in informing you that you have been appointed for the position of "Staff Nurse 11<sup>th</sup> May 2017". Your appointment to the said position shall be subject to the following terms and conditions of the service:

### TERMS AND CONDITIONS OF APPOINTMENT:

#### 1. Remuneration Package & Enrollment

- You will be getting a Monthly Gross Salary of Rs. 8200/- (Rs. Eight Thousand Two Hundred Only)
- You will report to your Head of the Department or any other person nominated by him/her.
- You are enrolled and posted at Hoshiarpur Unit of the Company.

#### 2. Representations Regarding Qualification and Experience

Your appointment is solely based on your representation regarding your qualification and experience, which the Company has relied upon. In case, at any point of time, your representation regarding your qualification and experience is found to be incorrect or fictitious, you shall be liable for immediate termination without notice and without prejudice to all other rights of the Company. Further, you shall indemnify the Company due to such misrepresentation. By signing this letter, you also irrevocably giving consent to the company initiating all necessary background checks as may be required during the course of your employment, either by the Company or through any third party.

#### 3. Probation / Confirmation

- You shall initially be on probation for a period of six months that may be extended or reduced at the sole discretion of the Management. During the period of probation, your services may be terminated at any time by the management without giving you any reason thereof. Your overall performance and conduct during the probationary period shall be formally as well as discreetly

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Page 1 of Appointment letter of Ms.Gurpreet,

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monitored and subject to your meeting the satisfactory levels, of which the company shall be the sole judge, your services will be confirmed in writing and a suitable letter will be issued to you to that effect. Unless you receive such letter it is understood and deemed that your probationary period stands extended until such time you receive a letter of confirmation

b) For computing the probation period your actual date of joining the Company/Posted Unit at the first offered position shall be taken into consideration.

#### 4. Medical Fitness & Verification of Particulars

Your appointment is subject to:

a) Your being declared (and remaining) medically fit by a Medical Officer or by a Doctor specified by the Company. The Company/Posted Unit has the right to get you medically examined by any certified medical practitioner during the period of your service. In case, you are found medically unfit to continue with the job, you will lose your lien on the job.

b) Verification of the particulars mentioned in your application. In case these particulars are found false or unsatisfactory, your service would be liable for termination without any reason or notice thereof at any time.

#### 5. Duties and Responsibilities

a) Duties assigned to you will be profiled by the company at the time of your joining and as well at the time of Transfer or Deputation, if any. The same can be altered / modified at the discretion of the management. The Company/Posted Unit will expect you to work with a high standard of initiative, efficiency, integrity, discipline and economy. Your appointment shall be governed by policies of the company, as amended from time to time.

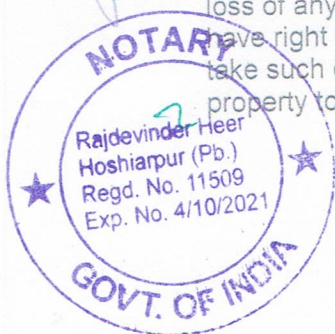
b) You will devote your entire time to the work of the Company/Posted Unit and will not undertake any direct/indirect business or work; honorary or remunerator except with the written permission of the Management in each case.

c) You shall not seek membership of any local or public bodies without first obtaining written permission of the Company/Posted Unit.

d) You shall not give out to anyone during the period of your service and even afterwards by word of mouth or otherwise, particulars or details of our hospital or other processes, technical know-how, security arrangements, administrative and/or organization matter of confidential or secret nature, which may be your privilege to know by virtue of your being our employee.

e) You shall keep confidential all the information and material provided to you by the company or posted unit or its clients concerning their affairs, to enable the Company/Posted Unit to perform the service. This excludes only such information as is already known to the public which also you will not release, use or disclose except with prior written permission of the concerned Unit. Your obligation to keep such information confidential shall survive even on termination or cancellation of the employment.

f) You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company/Posted Unit, which may be in your use, custody, care or charge. For the loss of any property of the Company/Posted Unit in your possession, the Company/Posted Unit will have right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.



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## 6. Termination of Permanent Service

- a) You will automatically retire from the service of the Company on attaining the superannuating age of 58 years. However Company can keep you employed beyond 58 years of age, in case you are agreeable, subject to the Mercantile Law in force from time to time. It will be your solely responsibility to keep yourself updated about company policies by keeping in touch with the HR department.
- b) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended either in Company/Posted Unit, you shall be considered as having voluntarily terminated your employment without giving any notice. In such case, you shall not be entitled to any benefits that employees of the company may be ordinarily entitled to and you shall be liable to pay the compensation equivalent to the salary of the notice period.
- c) Your services are liable to be terminated without any notice or salary in lieu thereof in case of your continued ill health.
- d) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct or misbehavior, without being exhaustive and without prejudice to the general meaning of the term 'misconduct' in case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.
- e) On satisfactory completion of the probation and after your confirmation in writing, except for the reasons specifically mentioned in this appointment letter, your services are terminable by the Company by giving notice of "Three Months" (for Nurses) or "One Month" (for other staff) or salary in lieu thereof on either side. However in case you decide to leave your services, the Company at its discretion (in the event the Company believes that you have any incomplete assignment) reserves the right not to accept salary in lieu of notice and to relieve you only at the end of the applicable notice period or completion of such assignment, whichever is earlier. The duration of your notice period is "Three Months" (or One Month as applicable). The notice period may be waived off by the management if it deems fit.
- f) Honesty, Integrity and ownership towards the organization are core values we expect in all our employees. Your employment may be terminated without any notice in the absence of any one of these core values.
- g) That in case of termination of employment for any reason, you will not leave the services before handing over the charge to authorized representative of the company. If you leave without handing over the charge, the company shall be entitled to recover the losses so incurred/discovered. The company shall also be entitled to initiate appropriate proceedings in case of damage/loss so discovered. You shall be also liable to pay a sum of Rs. 50,000 in addition to other damages.
- h) You shall be required to serve a notice of "Three Months" (or One Month as applicable) if you wish to resign any time from the position you are holding.

## 7. Deputation

- a) You can be deputed to any Unit of the Company referred to as the "Posted Unit" at the sole discretion of the Company. The terms and conditions of your deputations shall be detailed in the deputation letter issued to you. During deputation you will continue to be governed by the policies of the company from where you are deputed.

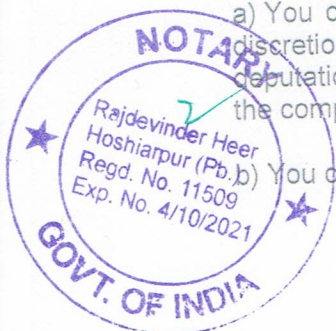
You can be assigned to any of the international locations / geographies / subsidiaries / SBUs /

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JVs of the Company during your employment. Some of these assignments may require you to sign separate 'Service Agreements'. You will be liable to sign such agreements and abide by their conditions as required. Provisions of such 'Service Agreements' may over ride some of the terms of this letter.

c) At all times during your employment and your deputation, you shall maintain strict confidentiality of the hospital or other processes, technical know-how, security arrangements, administrative and organizational matters of confidential secret nature which may be provided to you or which you may gather during the deputation.

#### 8. Change / Transfer of Company within the Group

a) You can be transferred to any group company / subsidiary or division of the company (called New Company) at any time. The nature of your job and the place of posting may be changed in the interest of the organization. You shall have no objection to the same and you shall be governed by the Service Rules and regulations of the New Company and the New Company shall be your Legal Employer.

b) All benefits accrued but unutilized by you up to the date of change to which you are entitled can be availed from the new Company. The continuation/accrual of any benefits accruing after the date of change will be governed by the policies of the New Company.

#### 9. Appraisal

You will be entitled for annual appraisal, subject to appraisal policy of the company, generally, the appraisal cycle will be applicable from 1<sup>st</sup> April to 31<sup>st</sup> March, However it may be changed as per managements' discretion.

#### 10. Medical Subsidy

You will be entitled for medical subsidies for OPD & IPD treatment as per policy of company.

#### 11. General

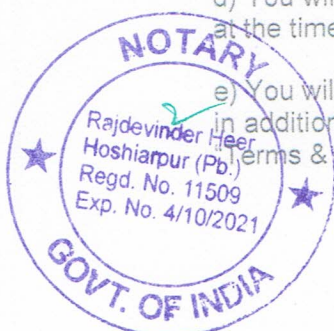
a) You will be governed by the Service Rules and Regulations including the conduct, discipline and appeal rules, administrative orders and any such other rules / orders of the Company and Posed Unit (in case of deputation), that may be in force from time to time. At all times the Company shall be your Legal Employer.

b) You are appointed on the basis of your education and experience mentioned by you in your application / Personal Data Form. In case the facts mentioned therein are found to be incorrect, this would result in termination of your appointment without any notice or salary in lieu thereof.

c) You will inform in writing to the Company any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

d) You will hand over the charge and the property and material of the Company in your possession at the time of cessation of your employment with the Company.

e) You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies which may be required for violating any of the provisions of this Terms & Conditions" and for this the Courts at Mohali, Punjab, India, will have the jurisdiction.



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f) The designation assigned to you is subject to change depending upon work assignments from time to time.

g) During employment with the Company you may be transferred to any of the Groups/Organizations/Offices/Project/Division/Departments/Units of the Company existing or to be set up in any other location in India or abroad.

h) You shall be fully responsible and accountable for the duties / responsibilities assigned to you by the management. You will ensure that none of your actions cause or are likely to cause any loss or damage to the organization in any way.

i) Before joining, you are requested to submit the following documents:

a) If you have worked earlier or been working:

i) Relieving Letter/Experience Certificate from the previous employer.

ii) Latest Form 16 issued by your immediate previous employer or in lieu of this, last Salary Certificate/Tax Deduction at source statements/Total earnings of the Financial Year from the employer, duly signed and authenticated by the employer.

iii) Name of the Provident Fund Trust (in case it was a trust).

b) True Copy of Matriculation / Higher Secondary Certificate being the proof of your date of Birth.

c) Information of your blood group.

## 12. Confidentiality

At any point during your appointment and for a period up to 12 months of your leaving the company due to any reasons, you shall not disclose any information or knowledge that can be detrimental to the operations and growth of the company OR that may help the competitors of the company to benefit from the same. Any breach of this confidentiality clause shall render you liable under Indian Penal Code. At the time of leaving this company, you shall handover all documents, passwords, keys and files etc. to the person designated by the management without making any copies thereof.

Yours faithfully,

For Ivy Healthcare Infrastructure Private Limited

(Jatin Bir Singh)  
Regional Head HR

I have read and understood the terms and conditions of my employment, stated above and in the earlier pages and hereby sign my acceptance of the same.

Signature:

Date:

11/05/17

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11/5/17



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Ram Colony Camp, Chandigarh Road,  
Hoshiarpur, Punjab  
Ph.: 9988337373, 9988335353

Ref NO: HR/HSPR/2017/AUG/01-WC

Dated: 26<sup>th</sup> OCT 2017

TO WHOM SO EVER IT MAY CONCERN

Certified that **Mrs. Gurpreet Kaur Chela** W/o Ajitpal Singh Chela Resident OF H.N. B2/137, Near Khadi Bhawan, Mahilpur Distt Hoshiarpur, PB. Employee Code 15386 is working with our organization as Staff Nurse In Nursing Department from 11th May 2017 to till date.


She is being paid monthly gross salary Rs. 8200/-pm.

During her service with us, we founded very hardworking, knowledgeable, effective and sincere. She is carryout all duties entrusted to her willingly, effectively and to our entire satisfaction.

Thanking You  
For Ivy Healthcare Infrastructure Pvt. Ltd.

  
Rajeev Sharma  
Assistant Manager Human Resource



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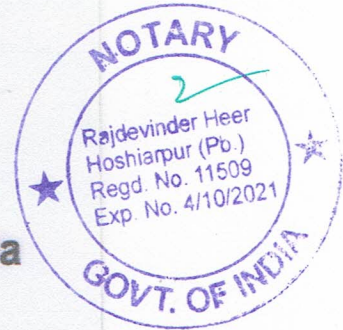


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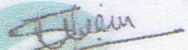
**Gurpreet Kaur Chela**  
Staff Nurse

**Ivy Hospital**  
SUPER-SPECIALITY HEALTHCARE  
HOSHIARPUR, PUNJAB  
PH.: 9988334343, 9988335353




Employee Code : 15386  
Resi. Address : # B2/137, Near Khadi  
Bhawan, Mahilpur, Hsr  
Contact No. : 9878927880  
Blood Group : B+ve

  
Holder's Signature

  
AGM - Hr & Admin.

#### INSTRUCTIONS

1. This card is not transferable and must be produced on demand.
2. In case of its loss the holder of this card must intimate to the HR Deptt. immediately. Rs. 100/- will be charged for re-issuing the card.
3. This card must be returned to the HR Deptt. while leaving the organisation.
4. If found by anybody, please return to HR Deptt. of the Hospital.

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